



GOVERNMENT OF GUAM

TRAVEL AND TRANSPORTATION POLICY

TRAVEL AND TRANSPORTATION POLICY

Version 3.85 (2019-July-12)

I. PURPOSE

The purpose of this Chapter is to implement Chapter 23 of Title 5 of the Government Code of Guam and to provide effective workable administrative guidelines.

II. AUTHORITY

This Policy is adopted and promulgated pursuant to Section 23109 of Title 5 of the Government Code of Guam and by the authority vested in the Governor by the Organic Act of Guam.

III. SCOPE

This Policy governs classified and unclassified employees in all Executive departments and agencies of the Government of Guam.

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3.5 - General

All persons traveling for the Government shall provide themselves with funds sufficient for all current expenses. They shall exercise the same care in incurring expenses that a prudent person would if traveling on personal business.

3.5.1 - Policy

It is the declared policy of the Government that all travel must be performed either for the direct benefit of the Government or to fulfill a real and legitimate obligation of the Government. With this purpose in mind, all Executive departments and agencies shall exercise prudence in sponsoring off-island travel for seasonal, temporary, probationary, or retiring employees. In such instances, a narrative travel justification to accompany the travel request and authorization must be submitted to the Governor. Travel to conferences, conventions, etc., shall be held to a minimum consistent with this policy.

.01 Salaries while on Travel Status

The traveler shall receive his/her regular salary in addition to per diem during the authorized travel time.

.02 Travelers Defined

The term “traveler” means the person who is traveling for the government.

3.5.2 - Types of Travel Authorization

Once a Travel Authorization¹ Request has been cleared by the **Bureau of Budget and Management Research (BBMR)** any subsequent change on the approved document **must be resubmitted** to BBMR review and re-certified.

The following types of travel are authorized as indicated:

.01 Travels on Official Government Business

This includes all authorized travel not included in Sections 3.5.02.02; 3.5.02.03; and 3.5.02.04. The Governor shall authorize this type of travel including that funded by Federal agencies. **Any requests not duly authorized prior to the commencement of travel will be charged to the individual traveler or to the Director authorizing such travel, as appropriate.**

.02 Travel Incidents to Recruitment, Termination of Contract, and Home Leaves upon Renewal of Contract of Persons who are recruited on an Off-Island Hire Basis

The Director of Administration or his/her designee shall authorize this type of travel except that the Governor shall authorize travel of department heads and

¹BBMR Circular No. 94-01

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similar officials on contract with the government.

When Authorized The Director may authorize travel incident to termination of contract and home leave upon renewal of contract whenever the elapsed period of employment, together with accrued leave, extends to or beyond the termination date of the contract. Ordinarily, the traveler must take home leave not later than within the first three months of the renewed contract except for the convenience of the government, and when authorized by the Governor. Nothing herein shall amend regulations and policies regarding the granting of leave.

.03 Travel Incidents to Recruitment of Resident Citizens coming within the Provision of Section 4110.1 of the Government Code of Guam

Such travel is limited to travel from the place where the course of study is completed to Guam.

.04 Travels of Patients Requiring Off-Island Medical Treatment

The Administrator of Guam Memorial Hospital Authority (GMHA), the Director of Public Health & Social Services (PH&SS), and the Director of Vocational Rehabilitation (DVR)² or the Department of Integrated Services for Individuals with Disabilities (DISID), shall authorize travel for off-island medical care immediately after a doctor has certified this is necessary. Within a reasonable period after the issuance of the travel authorization, the authorizing official shall submit a copy of the TA and the doctor's certification to the Director of Administration via the Governor's office for information purposes.

3.5.3 - Persons Authorized to Travel at Government Expense

Any person who is traveling for the government in any capacity may travel at government expense. The Governor may provide transportation for employees recruited off-island, his/her dependents, and his/her household and personal effects to Guam, and upon completion or termination of this employment contract upon mutual agreement from Guam to his/her point of recruitment. Contract employees converting to Local Hire upon completion of their contract may convert the current cost of return shipment of household goods to cash based on the schedule as indicated under 3.5.18.

Officials shall restrict requests for travel on official government business for contract employees to those still serving the first year of their new and renewed contracts and to those with expiring contracts who have officially declared their desire to renew their employment agreement with the government business.

²DVR renamed to DISID, P.L. 24-16 dated 10/01/97.

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.01 Persons Authorized

The following persons are authorized to travel at government expense while on official business:

- a. **Employees.** Persons employed by the Government of Guam.
- b. **Dependents.** Dependents of employees while traveling incident to recruitment, termination, or home leave.
- c. **Spouse.** The spouse of the Governor, Lieutenant Governor, Speaker of the Legislature, and the Presiding Judge of the Superior Court, and spouses of such employees as may be provided by regulation; and
- d. **Others.** Persons rendering service to the government.

- 1. **Justification needed³:** Any traveler who is not employed by an agency, i.e. board or commission member, consultant or related and who have commenced travel *on or after* October 1, 2010 must have a justification report prepared and published by the department or agency head to include the reason(s) “why a person, other than an agency employee, was required to travel at the agency’s expense.”

.02 Definitions of Dependents

Dependents are those persons who meet any one of the following criteria:

- a. **Spouse.** Husband or Wife.
- b. **Support.** Person under 19 who is a member of the traveler’s household and is receiving more than one half of his/her support from the traveler.
- c. **Student.** Person over 19 and under 23 who meets the above criterion and during 5 months of the calendar year is a full-time student at an educational institution.
- d. **Invalid.** A disabled person who receives more than one half of his/her support from the traveler. The traveler must provide certification from a doctor attesting disability of the dependents.

The government shall provide return transportation to a person who is a dependent upon arrival in Guam at the time of the traveler’s return. After

³ Non-Employee Travel, PL31-114, 5GCA23 §23112

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returning to the mainland upon completion of a contract, a dependent who no longer meets the above criteria shall not qualify as a dependent upon subsequent renewal of the contact. This does not include servants and similar persons who are engaged to work for the traveler.

3.5.4 - Per Diem Allowances

Per diem⁴ will only be authorized for the **actual number of days** the traveler is **on official governmental business**. Travelers are strongly reminded that per diem is to be used in a manner similar to how any prudent person traveling with their own funds would.

.01 Definitions

The Per diem allowances shall be held to include all charges for meals; lodgings; personal use of room during daytime; baths; all tips to waiters, porters, baggage men, bellboys, hotel maids, dining room stewards, and others on vessels, and hotel servants in foreign countries, in connection with transportation, telegrams, and **telephone reserving hotel accommodation**; laundry, cleaning and pressing of clothing; fans and fires in rooms; transportation between places of lodgings or business, and where meals are taken. The term “lodgings” does not include accommodations on airplane, ships or trains and expenses therefore are not to be borne by the traveler from his/her per diem allowance.

.02 Per Diem when Leave is Taken

Except as stated in Section 3.5.04.03 below, if leave of absence begins or terminates within the traveler’s prescribed hours of duty, per diem allowance will terminate or begin at the same time, but if leave of absence does not begin or terminate until after the traveler’s prescribed hours of duty, the traveler will be regarded as being in travel status until midnight of the day in which the leave of absence begins and from 12:01 a.m. of the day following the leave of absence. A traveler will be considered to be in travel status on non-working day is immediately preceded and followed by leave of absence. Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for per diem payment purposes; where it exceeds half of the prescribed working hours, no per diem will be allowed.

.03 Amount of Per Diem

The Per Diem allowance⁵ shall be as set forth below:

⁴BBMR Circular No. 89-6

⁵Increase of Per Diem Rates, Public Laws 15-58, 20-30 and 28-68.

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- a. The allowance for persons traveling for the Government, including the Governor's Spouse, shall equal to the number of days of authorized office travel multiplied by the current per diem allowance rate **provided by the Federal government**, contained in the Joint Travel Regulations, to its employees for the respective travel destinations when engaged in official business, except for the Governor **and the Lieutenant Governor and those whose requests are given explicit approval by the Governor**, who are allowed First Class travel; all others are economy.

"Per Diem rates increased on August 28, 1979, Public Law 15-58; June 15, 1989, Public Law 20-30; and September 30, 2005, Public Law 28-68."

The basic per diem rates shall be as follows:

1. If the employee is the Governor, or Lieutenant Governor, a member of the Legislature, a Judge, or a Mayor or Vice-Mayor, the rates are One Hundred Thirty Percent (130%) of the basic per diem rates;
2. If the employee is an Executive Assistant or Special Assistant to the Governor, director or deputy director of any department, or member of the board of directors or commission of any autonomous agency, authority, line agency (including the Council of the Arts and Humanities), authority or public corporation, the rates are One Hundred and Twenty-five Percent (125%) of the basic per diem rates;
3. If the employee does not receive payment pursuant to subparagraphs (1) and (2) of this paragraph (03.a), the rates are the basic per diem rates."

Under no circumstances will per diem be allowed an employee at his/her permanent duty station, except off-island hired teachers, licensed allied health professionals and individuals who are hired within the Executive Branch because they possess unique skills or other qualifications not available on Guam may be allowed per diem on temporary basis with Governor's explicit approval on the Travel Authorization or the Employment Contract of off-island hired teachers, licensed allied health professions or individuals who are hired within the Executive Branch because they possess unique skills or other qualifications not available on Guam prior to the commencement of travel⁶.

- b. **Per Diem Rates should be obtained from the following federal government website:**

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> or
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

⁶Executive Order 2004-17 and 2005-10

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- c. The allowance for dependents shall be one half (1/2) the rate of the employee's per diem per day for one dependent and one fourth (1/4) the rate of the employee's per diem per day for each additional dependent.
- d. Per Diem shall be released to the traveler **no more than 2 working days prior to the official travel date approved by the Bureau of Budget and Management Research.**
- e. Effective October 01, 2017, per DOA Organizational Circular 2018-001 and 2018-002, the following forms are required to be submitted to the Division of Accounts as indicated⁷:
 - 1. ***Form ACC-VNB001 (Vendor Electronic Funds Transfer Authorization Form)***: All travelers are to complete Accounting Form #ACC-VNB001 to be submitted **directly to DOA Division of Accounts-Accounts Payable Section no less than 48 hours before departure.**
 - a. EFTs are processed at 2pm daily. Travelers are reminded that failure to meet the deadline of 48-hours prior to departure will result in the delay of processing of per diem at the next working day (possibly after departure of traveler).
 - 2. ***Form ACC-TRE002 version 1.5 (Advance Per Diem and Miscellaneous Expenses Request)***: Must be submitted with related travel documents to the DOA Division of Accounts Travel Section after approved by BBMR.

.04 Computing per Diem

Per Diem allowance shall be computed in days and fractions of **not less than one quarter day (six hours).**

a. Day Defined

In computing the per diem, the calendar days, midnight to midnight, will be the unit, and for fractional parts of a day at the commencement or ending of such continuous travel, constituting a travel period, one fourth of the rate for a calendar day will be allowed for each period of six (6) hours or fraction thereof.

b. Time of Departure and Arrival

Dates and times beginning and ending of travel must be shown on the

⁷ DOA Org. Circ. 2018-001 & 2018-002

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travel voucher.

c. **Crossing of International Dateline**

In computing per diem in case where the traveler crosses the International Dateline (one hundred and eightieth meridian) actual elapsed time shall be used rather than calendar days.

d. **Indirect Route or Interrupted Travel**

Where for traveler's personal convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the allowable per diem and expenses, including fare, shall not exceed that which would have been incurred on interrupted travel by a usually traveled route.

1. Transfer fee or other related fees and taxes. In the event a transfer fee or other related fees and taxes is required to secure off-island travel, as authorized herein, such fee(s) shall be borne by the traveler.⁸

.05 **Subsistence in Lieu of Per Diem**

Subsistence in lieu of per diem may be granted by the Governor only. Subsistence includes all expenses incidental to the travel and its purposes (Telephone, Party and Purpose).

3.5.5 - Use of Leave while Traveling

.01 **Reporting Leave Use**

An employee traveling on official government business shall be considered to be on travel status only during the time when conducting official business away from the regular place of business and while traveling to and from the place at which the official business is transacted. Unless otherwise specified and approved, travel status begins with the departure of the common carrier from Guam and terminates upon the traveler's return to the island.

Travel time in excess of the allowable travel time as provided in this section may be charged to annual leave or to leave without pay. If leave of any kind is to be taken while on travel status, the traveler must attach a copy of the **approved leave form to the travel request**. Upon returning to Guam, the traveler must show the exact hour of departure from and return to duty station.

.02 **Leave as a Result of Illness or Injury**

Whenever a traveler takes leave of absence of any kind because of illness or injury not due to his/her own misconduct, the prescribed per diem shall continue for periods not to exceed 14 calendar days. The evidence filed with the agency concerned under provisions of the annual and sick leave regulations

⁸ §23111(j) of 5 GCA 23

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should accompany the travel voucher.

The traveling personnel should refund the per diem allowance if he/she received no hospitalization under any statute and receive reimbursement under such statute for hospital expenses paid by him/her. If approved by the official authorizing the travel, transportation expenses to employee's designated post of duty and per diem en route whenever the employee becomes incapacitated due to illness or injury not due to his/her own misconduct while en route to or while at temporary duty station prior to completion of same, shall be allowed.

3.5.6 - Baggage

.01 Definitions

Baggage consisting of public property, or private property to be used exclusively for official business, and wearing apparel needed by the traveler for the journey may be transported in the necessary containers.

.02 Excess Baggages

Baggage in excess of the weight or of size greater than carried free by transportation companies will be classed as excess baggage. Claims for reimbursement for excess baggage charges will be allowed when authorized or approved. All charges for excess baggage must be supported by receipts showing the weight of the baggage and points between which moved.

.03 Stoppages in Transit

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the conveyance. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of tickets full explanation of the facts should be made to the administrative office at the time of transmitting unused ticket for redemption. Failure to observe this rule will result in any excess cost to the Government being charged to the employees.

.04 Transfer of Baggage

Necessary charges for the transfer of baggage will be allowed.

.05 Storage of Baggage

Charges for the storage of baggage will be allowed when it is shown that such storage was solely on account of official business.

.06 Checking Baggages

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Charges for the checking of baggage will be allowed.

3.5.7 - Telephone Service

.01 Local Calls

Charges for local telephone calls on official business are allowable. The travel voucher shall show the number of such calls, **the person called, rate per call, total amount expended and that the calls were on official business.**

.02 Long Distance Calls

Charges for long distance telephone calls on official business are allowable provided the traveler furnishes a statement showing the name of the party called the points between which service was rendered, the date, time occupied, the amount paid on each call, and that the calls were on official business. When the public interest so requires, the name of the party and the points between which the service was rendered need not be stated in the travel voucher.

.03 Personal Calls

Charges for telephone calls requesting leave of absence payment of salary or expense vouchers, hotel reservations, and those as to any matter of a purely personal nature, will be disallowed.

3.5.8 - Miscellaneous Expenses ⁹

.01 Definitions

Charges for necessary stenographic or typewriting services or rental of typewriting machines in connection with the preparation of reports or correspondence, clerical assistance, services or guides, interpreters, packers, drivers of vehicles, storage of property used on official business, will be allowed when authorized or approved by the official who authorized the travel.

.02 Hire of Room for Official Use

When necessary to engage a room at a hotel or other place in order to transact official business, a separate charge therefore will be allowed when authorized or approved by the official who authorized the travel.

.03 Conversion of Currency

⁹BBMR Circular 89-6

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Commission for conversion of currency in foreign countries may be allowed.

.04 Check Cashing Charges

Charges covering exchange fees for cashing Government checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries may be allowed. Exchange fees incurred in cashing checks or drafts issued in payment of salary or in cashing travelers checks will not be allowed.

.05 Method of Payment

Where cash payment is made for services outlined in paragraphs 3.5.08.02; 3.5.08.03 and 3.5.08.04 above, reimbursement for the charges actually made may be allowed if the voucher is supported by receipts showing the quantity, unit, and unit price. If cash payment is not made, the account should be approved by the traveler, certified by the payee, and forwarded to the official who rendered the service. The account must show the dates of service, quantity, unit and unit price, and such other particulars as may be needed for a clear, understanding of the charge. If a Government voucher is not used, care should be taken that such account is submitted in duplicate, the original of which shall be the approval of the traveler and the following certification by the payee: *"I certify that the foregoing account is correct and just and that payment therefore has not been received."*

.06 Other Expenses

Miscellaneous expenditures, when necessarily incurred by the traveler in connection with the transaction of official business, are allowable when approved by the official who authorized the travel.

3.5.9 - Receipts Required

.01 Receipts must Support all Expenditures not included in per diem which exceed five dollars (\$5.00).

.02 Entertainment Expense

Entertainment expense necessarily incurred while on travel status **must** be justified in writing stating:

- a. Date of Entertainment.
- b. Specific purpose of entertainment or nature of business benefit derived or expected to be derived.
- c. Specific names and occupations of those persons entertained.

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The justification must be accompanied by supporting receipts indicating the amount of expenditures and the name and address of facility used for entertainment. Such an expense is reimbursable only directly in connection with the transaction of official business for the Government.

3.5.10 - Travel Advances

.01 Advances of Funds

The Director of Administration or his/her designee may advance per diem and miscellaneous allowances. Advances to travelers are chargeable to the traveler's account or receivable until the account is settled in a travel voucher.

- a. Direct deposit of Advance Per Diem. §23108 of Chapter 23 of Title 5 of the Guam Code Annotated grant the Executive Branch authority to administer necessary recovery of advancements (3.5.10.02c).
 1. Effective October 2017, ALL travelers – seasoned and new – are to prepare Accounting Form ACC-TRE002 – Advance Per Diem and Miscellaneous Expenses Request.
 2. Failure to complete and submit this form will result in disapproval of advanced travel funds and/or suspension of travel benefit (see also 3.5.21).

.02 Recoveries of Advances

The Director of Administration or his/her designee shall assure travelers account for advances by filing travel vouchers within ten (10) days¹⁰ upon return from travel as prescribed in Section 3.5.13.

- a. **In the event the advance exceeds the reimbursable amount, the traveler shall refund immediately such excess.**
- b. **In the event of a cancellation or indefinite postponement of authorized travel, the head of the department or agency (or authorized representative) shall notify, in writing, the Director of Administration and the Travel Branch. This initiates the recovery process of any advances that may have been made, including any penalties and/or fees.**
- c. The Director of Administration shall initiate recovery¹¹ of any outstanding advances not fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler ten (10) days following arrival on Guam by “set off of salary due, retirement

¹⁰ 5 GCA 23 §23104(c)

¹¹ DOA-17-0087 AG Opinion-Travel Advance Recovery

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credit, or otherwise, from the person to whom advanced or his/her estate by deduction from any amount due to Government of Guam or by such other legal method of recovery as may be necessary.” Salary of other amounts due shall be resorted to a head of the retirement credit.

3.5.11 - Traveler's Transportation

.01 Definitions

This transportation includes all necessary official travel on airlines, buses, streetcars, taxicabs, and other usual means of conveyance. Transportation may include fares and such expenses incident to transportation as baggage transfer; official telegraph, telephone, radio and cable messages in connection with items classed as transportation. When required for travel, fees in connection with the issuance of passports and visas, cost of photographs for passports and visas, cost of birth certificates and charges for inoculation are allowable.

All individuals traveling abroad for recruitment purposes, conference, seminars, etc., shall resort to the economy rate¹² with the exception of the Governor and the Lieutenant Governor and those whose requests are given explicit approval by the Governor.

- a. The usual taxicab fares from station, wharf, or other terminal to either place of abode or place of business, and from either place of abode or place of business to station, wharf, or other terminal is allowable. For purposes of these regulations the term “place of abode” may include any point from which the employee concerned commutes daily to his/her official post of duty.
- b. Taxicab fares for transportation between places of official business are also allowable.

.02 Routing of Travel

All travel routes should be at the most economical and direct route(s) available to the point of the official business determination. Travel by other routes is allowable upon establishment of the official necessity thereof.¹³

.03 Indirect Route Travel

Travel tickets should be issued for complete routes, including direct connections. Any charges related to travel not related to the official government business are the responsibility of the employee. Such include, but not limited to are, stopovers, personal side trips, airline preference, any routing

¹² Exec. Order 2012-01 Section III.A.

¹³ 5 GCA 23 §23105

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which would impact the lowest available fare.

If a person travels by an indirect route for his/her convenience, he/she will bear the extra expense; reimbursement for expenses will cover only such charges as would have been incurred by a usually traveled route.

.04 Special Conveyances

The hire of automobile, taxicab, and other special conveyance is allowable. Rental of an automobile must have the Governor's explicit approval on the Travel Authorization or the Employment Contract of off-island hired teachers, licensed allied health professionals or individuals who are hired within the Executive Branch because they possess unique skills or other qualifications not available on Guam prior to the commencement of travel. Upon claiming this expense, the traveler must attach a copy of the car rental agreement with supporting receipts to the travel voucher. Without approval of the Governor of the employment contract, the expense will be disallowed even though sufficient documentation to cover the expense is provided.⁶

Rental of an automobile must have the governor's explicit approval on the Travel Authorization prior to the commencement of travel. Upon claiming this expense, the traveler must attach a copy of the car rental agreement with supporting receipts to the travel voucher. Without prior approval of the Governor, the expense will be disallowed even though sufficient documentation to cover the expense is provided.

3.5.12 - Travel Authorization

.01 Form of Authority

All Executive Branch travel requests shall be subject to BBMR's final approval.¹⁴.

It is expected that ordinarily the authority will be issued prior to the incurrence of the expenses and will specify the travel to be performed as definitely as possible unless circumstances in a particular case prevents such action.

All travel authorizations shall be made on Government of Guam Form No. ACC-TRA001 (November 2017), Travel Authorization Request (TAR), and Exhibit 1 at the end of this Chapter.

.02 Preparations and Processing of the Travel Authorization Request

a. Preparation and Approval

¹⁴ Exec Order 2012-01 Section III.A.

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1. The travel request shall be prepared by the requesting organization and must be submitted to BBMR for review at least fifteen (15) working days prior to the commencement date of travel.
 - a. *Rotation of Travel Agencies:* Per 5 GCA §5001(f), agencies must utilize the approved Travel Agency Listing from the DOA Division of Accounts Travel Section. Must be attached to the Travel Request and Authorization indicating the order of selection.
 - i. If there are **multiple travelers** from one agency going to the same destination and for the same purpose **and** the Airline Tickets total \$15,000 or more, the **“three quotation requirement must be adhered to” and must be attached to the Travel Request and Authorizations** (Form ACC-TRA001).¹⁵
 - ii. In the event a travel agency is by-passed on the Approved Travel Agency Rotation Schedule, the agency/department must provide justification for the non-selection ensuring all good-faith efforts have been made for any possible issues.
 - iii. All quotations must include: Regular Fare, Advanced Purchase Fare and Full Fare amounts.
2. The department or agency’s head and Certifying Funds Officer must sign and approve the Travel Request and Authorization Form authorizing the representative to travel on official Government business.
3. The agency, department, bureau and other instrumentality shall submit proof that the funding for the contract is available throughout the entire contract.
4. **Executive agencies seeking contractual arrangements** shall submit proposals to the BBMR for approval. The proposals shall indicate:
 - a. the agency’s inability to perform the services sought in-house; and
 - b. cost-savings assessment; and

¹⁵ DOA Organization Circular #10-005

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- c. that funding is available for the entire contractual period.
5. Unless otherwise justified, no more than one (1) traveler shall attend the same seminar or training.¹⁶ Such requests must be approved by the department or agency head, Bureau of Budget & Management Research (BBMR) and the Governor's Office.
 6. When authorization of the travel by the Governor is required, the requesting organization shall secure this prior to forwarding the copies to the Department of Administration. Chief Official means the head of the department, agency, or similar organization.

b. **Explanation of Items**

Items 1 through 7	- Self-Explanatory, If Vendor Number is unknown, Attach Form ACC-VNB001; Required
Item 8	- Enter the account number(s) of the work program to which the travel is to be charged.
Item 9	- Explain: (example) GU-HI 01-01-2019; HI-CA 01-03-2019; CA-HI-GU 01-05-2019
Item 10	- Travel Agency Information, Required
Item 11	- Date Quotation Expires, Required
Item 12	- Enter Dependent information.
Item 13	- Explain in as few words as possible; Must be Clear and Concise
Item 14	- List requested Miscellaneous Allowances
Item 15	- Use by the Requesting Official
Item 16	- Use by the Authorizing Official
Item 17	- Self-Explanatory, Required
Item 18	- Use by the Certifying Officer, Required
Item 19	- Use by Cost Estimator, Required

¹⁶ Executive Order 2007-02 (II)

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c. Action by the Governor's Office

If the travel request requires the Governor's approval, the Chief official of the department shall secure this prior to submission to the Department of Administration. Upon receipt of the travel request by the Governor's Office, Internal Audit personnel shall ascertain justification of travel. If a transmittal and written justification do not accompany the request, the TA Reviewer shall hold the travel request pending receipt of the required documentation.

When the requesting organization provides the necessary documentation, the Reviewer shall ascertain the completeness of the information provided on the travel request and verify the accuracy of the estimated travel costs. Upon noting any discrepancies the TA Reviewer shall advise and settle with the requesting organization such matters. Upon settlement of these matters, the Reviewer shall initial and forward the travel request for the Governor's approval.

d. Final Action by the Department of Administration

Upon receipt of the travel request, the DOA Travel Coordinator shall prepare the Order for Transportation Tickets (aka "Travel Order", Form ACC-TRF001) for the Director of Administration's signature (or his/her designee) authorizing the travel agency to issue an airline ticket for the traveler. Upon approval by the Director of Administration (or his/her designee), the DOA Travel Coordinator retains a file copy for the processing of advance per diem.

1. The travel agency or Traveler's employer shall inform the traveler when the travel reservation is complete and provide the confirmation number to the traveler. The Division of Accounts shall retain the original Travel Order in the "**Travel**" file of the Division of Accounts and begin any approved Travel Advances per Section 3.5.10 of this policy;
2. Per Executive Order 2012-02, DOA is still required to secure the lowest possible cost (economy rate).

.03 Cash in Lieu of Transportation and Shipment of Household Effects

Cash in Lieu of transportation and shipment of household effects shall be authorized only on the following conditions:

- a. Off-Island contract employees converting to local hire shall be authorized \$600.00 (single employee) and \$1,200.00 (married employee) cash in lieu of shipment of household goods. Cash in lieu of return transportation upon conversion following completion of the first year of a two-year contract shall also be authorized.

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Contracts signed after 9/75 will be given full rate per Public Law 13-88, other contracts signed prior to 9/75 will be eligible for \$600.00 for 1,200 lbs. And \$1,200.00 for 2,500 lbs.

- b. Off-Island contract employees renewing their contracts shall be authorized cash in lieu of travel between contracts, provided that the amount of cash authorized is one-half (½) of the round-trip fare from Guam to point of recruitment and back to Guam, provided further that the employee shall notify the Department of Administration at least sixty (60) days prior to the time he would otherwise be returned to his/her point of hire.
- c. Under no other circumstances shall cash in lieu of transportation and shipment of household effects be authorized.

3.5.13 - Travel Voucher

.01 Memorandums of Expenditures

All persons authorized to travel on business for the Government should keep a memorandum of expenditures properly chargeable to Government, noting each item at the time the expense is incurred, together with the date, and the information thus accumulated will be available for the proper preparation of travel vouchers.

.02 Travel Voucher Form

All claims for the reimbursement of traveling expenses shall be submitted on the regular authorized form of travel voucher and must be itemized and stated in accordance with these regulations. For Travel Voucher, Form ACC-TRD001, see Exhibit 2 at the end of this Chapter.

- a. Every travel voucher must be supported where practicable by a copy of the travel authorization, or, if travel authorization has been filed or attached to previous voucher, proper reference thereto should be made.
- b. Copies of TA request must be attached to the voucher and the number of the used requests must be entered on the reverse side of the voucher.

.03 Erasures and Alterations

Erasures and alterations in total on travel vouchers must be initiated by the person who makes the voucher, and alterations in the totals on receipts must be initialed by the person who signed the receipt.

.04 Indirect Route Travel

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The supporting documents of a travel voucher should set forth the details of the expenses actually incurred, the hour of departure from the post of duty, and the hour of arrival at place of duty.

.05 Suspensions of Charges

Items in travel vouchers not stated in accordance with these regulations, or not properly supported by receipts when required, will be suspended and the notification of such action will indicate the reasons therefore. Such items as may be subsequently allowable should be included in a subsequent regular or supplemental travel voucher. Full itemization will be required for all suspended items which are reclaimed and charges must be properly supported by the original suspension notice or a copy thereof.

.06 Foreign Currencies

Persons traveling in foreign countries should report their expenditure by items, in the money of the country in which made the total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. Every time money is converted, the traveler should obtain a receipt to be commission charged.

.07 Exchange Fees

Charges for cashing United States or Government of Guam checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries will be allowed in subsequent vouchers.

.08 Preparations

All vouchers shall be prepared in quadruplicate.

.09 Routing

The Traveler shall file the voucher in an original and five carbon copies. The Travel Coordinator shall retain a copy of the TV for follow-up and shall instruct the traveler to submit the original and remaining copies to the Governor's Office for review and subsequent approval. If the approved travel request and the airline ticket stub do not accompany the travel voucher, the Travel Reviewer of the Governor's office shall defer further processing of the voucher pending submission of the required documentation. Upon securing the Governor's approval, the travel voucher is forwarded to the Division of Accounts which retains the original for placement in the employee's personnel jacket and the Travel File. The remaining copies go to the department concerned.

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3.5.14 - Correction of Leave Time

If the traveler does not fully utilize the leave that he initially requested prior to travel upon his/her return to Guam his/her immediate supervisor shall request by memorandum to the Chief Payroll Supervisor for conversion of unused leave time to work time. Leave status shall end of the date of his/her arrival in Guam as shown by the airline ticket. A copy of the ticket must accompany the requests for reference.

3.5.15 - Travel Authorization Request for Dependents

Dependents authorized to travel at Government expense should accompany the traveler. However, when this is inconvenient, exceptions may be made. The per diem rate for dependents (Section 3.5.04.03c) shall be made regardless of travel time.

3.5.16 - Extension of Travel Time

All extension of official travel for the Government requires prior approval by the department head or his/her designed representative. If the department head feels an extension is necessary to carry out the traveler's mission, he/she shall submit a memorandum to the Governor justifying the extension and requesting an amendment to the traveler's travel authorization. If possible, the department head should provide documentation in the form of a cablegram, telegram, or letter indicating authorization prior to extension of travel.

3.5.17 - Transportation of Personal and Household Effects**.01 Personnel to Whom Authorized: Limitations**

The Government shall pay for the transportation of personal and household effects to Guam, except that for resident citizens coming within the provisions of §4110.01, Government Code of Guam, such transportation shall only be paid to Guam. Only persons recruited on an off-island hire basis are subject to the following conditions:

- a. The Government may authorize transportation of personal and household effects only upon recruitment, and completion of the employment contract; provided that the employee leaves Guam upon completion and that the personal and household effects are shipped not later than six months after the departure of the employee. In unusual circumstances, the Governor may authorize a further reasonable delay beyond such six-month period. Where shipment is delayed for the convenience of the employee, any storage will be at the risk and expense of the employee.
- b. No transportation for personal and household effects will be paid upon or in connection with the extension or renewal of employment contracts.

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- c. The Governor may authorize return transportation of personal and household goods for termination of contracts upon mutual agreement provided that the Governor approves such termination. If the employee terminates before completing the first year of his/her contract agreement by resigning, vacating his/her position without authority, or being removed for cause, he/she shall, upon demand, repay the Government for transportation, subsistence, travel of dependents, and the cost of shipment of household goods and effects if applicable.

.02 Weight Limitations

The maximum weight of the personal and household effects for which the Government will pay transportation is:

- a. In the case of employees with one (1) or more dependents, 2,500 pounds packed, and with no dependents, 1,250 pounds packed.
- b. In the case of employees recruited when a greater weight limitation was in effect that specified in Section 3.5.17.02 (a), such greater weight limitation shall apply with respect to transportation from Guam.

.03 Liabilities of Employees for Excess Weight and Excluded Items

Under no circumstances will the Government pay transportation in excess of weight limitations stated for excluded items. The Government is not bound by estimates of weight made by packers or carriers to the employee or his/her representative. Experience has shown that experienced local packers and shippers frequently underestimate weight, primarily because they are unfamiliar with extra packing and crating required for overseas shipments. Employees are advised to conduct their transaction with packers and carriers accordingly.

.04 Risk of Loss

The Government does not provide insurance, is not an insurer, and assumes no liability for general overage with respect to personal and household effects shipped at Government expense. Employees are advised to provide their own insurance to cover losses, including general overage. No reimbursement is allowed, however, for such insurance.

3.5.18 - Medical Referral and Education Mileage Program¹⁷

The Medical Referral and Education Mileage Program (MREMP) was created within the Government of Guam to create a fund for the banking of travel mileage earned as

¹⁷ PL32-19

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a result of travel paid by the Government of Guam through the use of Government of Guam credit cards. (Subsection) §23111(b) of Chapter 23 of Title 5 of the Guam Code Annotated states that the Department of Administration administer the fund for the Executive Branch of the Government of Guam into which shall be deposited all travel benefits which accrue to the government of Guam: 1) employee travel before April 11, 2013; or, 2) consultant by virtue of receiving travel authorization payments thru the use of a travel credit cards.

.01 Definitions

For the purposes of this section, the following words and phrases are defined as:

- a. Account means the Senator Edward J. Cruz Medical Referral and Education Mileage Program established under this section.
- b. Accrued mileage means the miles accrued by the Government of Guam, specifically the Department of Administration, the Guam Legislature, the Unified Judiciary of Guam and other agencies, instrumentalities, autonomous agencies, and public corporations of the Government of Guam that use credit cards to purchase airline tickets.
- c. Employee means all persons employed within the Government of Guam, whether classified, unclassified, full-time, part-time, temporary, or on a limited-term basis; all elected officials, judges, mayors, individual consultants, and members of boards and commissions.

.02 Requirements

All accrued mileage earned through the use of credit cards for travel by employees of the legislative, judicial and executive branches, including, but not limited to, all government agencies, instrumentalities, autonomous and semi-autonomous agencies, public corporations, the University of Guam, the Guam Community College, the Guam Visitors Bureau, the Department of Education, all elected officials, individual consultants of the government of Guam, and members of boards and commissions, as well as non-government persons traveling at government of Guam or federal government expense, shall be available to support off-island medical care, and off-island student travel involving academic, sports and cultural activities.

Distribution Guideline is as follows¹⁸:

Agency	Percentage	Self-Explanatory
Department of Administration	100% (50% each	50% - eligible students to participate at off-island academic activities,

¹⁸ 5 GCA 23 §23111(d)

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	education and medical)	including, but not limited to, Close-Up and the Junior Statesmen of America. 50% - off-island medical referrals pursuant to 3.5.18.03.
Department of Education, Guam Community College, & University of Guam	100%	Eligible students to participate at off-island academic activities, including, but not limited to, Close-Up and the Junior Statesmen of America.
Guam Power Authority and Guam Waterworks Authority	100%	Eligible students to participate at off-island sports competitions.
Antonio B Won Pat Guam International Airport Authority, Guam Visitors Bureau, & Jose D Leon Guerrero Port Authority of Guam	100%	Eligible students to participate at off-island cultural activities, including, but not limited to, arts and humanities competitions and international cultural festivals and exchanges.
Guam Legislature and Unified Judiciary of Guam	100%	Eligible students to participate at off-island academic activities, including, but not limited to, Mock Trial and National Forensic League competitions.
All agencies, instrumentalities, autonomous agencies and public corporations not mentioned previously.	100%	Eligible students to participate at off-island academic, sports and cultural activities, as authorized by the Superintendent of Education.

.03 Persons Authorized: Eligibility

Only persons meeting the following eligibility conditions [as stated in **§23111(e)** of Chapter 23 of Title 5 GCA] may benefit from this program:

a. General MREMP Eligibility conditions – Patients

The Department of Public Health and Social Services, through its Medically Indigent Program (MIP), assists in providing air transportation of qualified patients and their approved escorts to medical facilities off-island.

1. Patient qualifications:

- a. patients with serious medical illness and financial need as determined by the Director of the Department of Public Health and Social Services (DPHSS) pursuant to the Administrative Adjudication Law;

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- b. patients under the Medically Indigent Program (MIP);
 - c. patients under other income-based health programs, such as Medicaid (MCS), as approved by the Director of DPHSS;
 2. all medically necessary health care personnel (physicians, nurses, technicians) as recommended by the referring physician and approved by the Medical Director of Guam Memorial Hospital Authority (GMHA), or his/her designee;
 3. Justification: The approved *Off-island Medical Referral Form* which justifies the need for medically necessary treatment not provided on Guam.
 4. *Travel mileage transfers are based on actual travel mileage expended.*
- b. Additional Patient Eligibility shall be based upon:
1. **financial need** as identified under the requirements of the MIP, or under the requirements of other DPHSS income-based health programs, or by any other needs based requirements for patients with any medial illness as prescribed by the Director of DPHSS pursuant to the Administrative Adjudication Law process;
 2. **lack of availability or required medical services on Guam;** and,
 3. **Urgency and severity of illness, as documented by an attending physician.**
- c. General MREMP Eligibility conditions - Students
- The Superintendent of Education shall authorize eligible students to participate at off-island academic, sports and cultural activities. Authorization by a committee¹⁹ established by the Superintendent of Education is required to participate at an off-island academic, sports or cultural activity is also eligible for participation to receive the mileage benefits.
1. Student pre-qualifications:
 - a. Must have an average greater than “C”; and,
 - b. Must be a GDOE student; and,
 - c. Must be under the age of 19 years; and,
 - d. Must demonstrate lack of financial resources
 2. Additional requirements:
 - a. For academic (maximum 20 students) – DOA, GDOE, UOG, GCC, Legislature and Judiciary:

¹⁹ PL#33-25 [5 GCA 23 §23111(e)(3)]

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- i. Must be a member of an academic-related team or club; or,
 - ii. Must be an invited winner of an academic-related contest; or,
 - iii. ~~Must be an academic achiever with a grade point average of 3.9 or greater.~~
- b. For sports (maximum 20 students) – GPA and GWA:
 - i. Must be a member of a school-related sports team or club; or,
 - ii. Must be an invited winner of a school-related sports contests.
- c. For cultural (maximum 20 students) – GIAA, GVB and PAG:
 - i. Must be a member of a school-related cultural team or club;
 - ii. ~~Must have no less than ninety five percent (95%) GDOE students as participating members.~~

.04 Authorized Use

Fifty percent (50%) of the accrued mileage account, administered by the Department of Administration, shall be used to send patients off-island, through a certified medical referral for patients, to a destination determined by the patient's duly licensed physician with the concurrence of the Medically Indigent Program Coordinator of the DPHSS.

.05 Other Travel Benefits

All other travel benefits, including, but not limited to, volume purchase discounts and accrued number of ticket purchases for free flight benefits and promotional travel benefits shall be accrued and used for the purpose of this Program. The Director of Administration shall establish procedures for management of these benefits and for distribution as requested by the Medically Indigent Program Coordinator of the DPHSS, or his/her designee.

.06 Credit Card Agreements; Accrued Mileage Program.

The Guam Legislature, the Unified Judiciary of Guam and departments, agencies, instrumentalities, autonomous agencies and public corporations of the Government of Guam must enter into an agreement with a bank(s) on Guam for a credit card(s) to use as payment for travel for employees traveling on government and/or federally funded travel, and to accrue travel mileage through a participating airline(s), which shall be used in accordance with the provisions of this Act.

- a. The Department of Administration shall be responsible for maintaining an accrued mileage account for travel under its purview. See also 3.5.18.07.
- b. All other department, instrumentality, autonomous agency and public corporation of the Government of Guam must maintain their respective accrued mileage program as set forth in 3.5.18.02 of this policy for the

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purposes of supporting off-island medical referrals and off-island student travel involving academic, sports and cultural activities.

.07 Accrued Mileage Distribution Process - Off-island Medical Referrals.

Subsection 23117 of Chapter 23 of Title 5 of the Guam Code Annotated, which was specific to the direct deposit of mileage to *Ayuda Foundation* for travel on or before April 11, 2013, was repealed by Public Laws #24-276 (which repealed Executive Order 95-23, known as the *Medivac Charity Account*) and #32-019 (which expanded the mileage use to Off-island Student Travel). Travel after April 11, 2013 made direct deposit to the *Ayuda Foundation* voluntary. Public Laws #32-019 and #33-25 delineates the distribution percentage and recipient of accrued mileage across several departments, governmental instrumentality, autonomous agencies and public corporations.

a. Quarterly Reconciliation.

1. PHSS must submit the following documents to the DOA-Division of Accounts, attention Travel Section;
 - a. **Certified copy of reconciled ledger;** and,
 - b. **DOA Travel Itinerary Summary (Form ACC-TRC001)** for each patient/case and list of escort(s), if any; and,
 - c. **E-ticket for all travelers,** per patient/case per form..

b. Transfer to organization's mileage account

1. Travel Section – the section must:
 - a. Receive, log-in and verify the reconciled *Quarterly Mileage Client Travel Ledger* from DPHSS for completeness and accountability; then,
 - b. Notify the Treasurer of Guam of the amount of Government of Guam Mileage to transfer to the receiving charitable organization (i.e. The Ayuda Foundation) identified by the Director of DPHSS.
2. Treasurer of Guam – upon receipt of notification from the Travel Section of the Division of Accounts, the Treasurer will:
 - a. Log-on to Government of Guam's mileage account, and
 - b. Donate the verified amount of mileage to the receiving charitable organization (i.e. The Ayuda Foundation) identified by the Director of DPHSS.
 - c. Initial Transfer – the Director of Administration will authorize the one-time initial transfer of 200,000 United® MileagePlus® miles to The Ayuda Foundation or the receiving charitable organization identified by the Director of DPHSS. Thereafter, the mileage for

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transfer must be compliance with the eligibility requirements and certification process as mandated by **5 GCA 23 §23111**.

3.5.19 - Travel Card Process

- .01 All travel agencies involved with Government of Guam travel will have the authorization to use the credit card assigned to the respective department, agency, instrumentality, autonomous agency and public corporation of the Government of Guam.
 - a. Travel agencies working with the Government of Guam should have or be provided with detailed information governing the use of the credit card for travel.
 - b. Executive Branch – departments, agencies, instrumentalities and the like falling under the Executive Branch must work with the Treasurer of Guam.
- .02 Detailed Procedure for processing the travel authorizations:
 - a. Upon approval and receipt of a Travel Itinerary Request by the BBMR and/or Governor's Office, the Travel Agency must provide an updated Travel Itinerary in the form of both and unrestricted and restricted airfare costs.
 - b. *Due to the sensitivity of securing the airfare at the lowest cost to the Government of Guam, time is critical and should be greatly monitored by all involved parties.*
 - c. Once the Travel Request and Authorization is reviewed and finalized by the Division of Accounts-Travel Section Supervisor, the Travel Agency will proceed to secure the reservation of the approved airfare based on the final approved airfare costs.
 - d. Upon approval and payment of the credit card transaction, the Travel Agency will immediately notify the requesting agency of the final approved authorization by the Division of Accounts – Travel Section.
 - e. After the final Travel Itinerary and Ticket (or Boarding Pass) has been issued to the requesting agency traveler, the Travel Agency must submit the related invoice to the Division of Accounts – Travel Branch Supervisor for reconciliation and file.

3.5.20 - Travel Clearance Requirements

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Per 5 GCA §23104, the traveler has **no later than ten (10) working days after return to Guam** to submit the following items to be removed from obligations to the government (Accounts Receivable) related to their travel.

.01 Documents required to clear travel obligation(s).

The following documents (or copies) are required to be submitted by the traveler no later than ten (10) working days after return to Guam.

- a. **Standard Travel-related documents:** Boarding Passes; Certificate of Participation or Completion; Registration Receipt (if applicable); or other proof of attendance.
- b. **IF additional per diem and/or disbursement was approved:** Hotel receipts; Meal receipts; Ground Transportation receipts; and/or other travel related receipts which must substantiate expenses which were paid with per diem PLUS those receipts should justify expenditures that exceeded the amounts provided to the traveler.
- c. **Other:** other documents may be required or may (rarely) be considered strictly on a case-by-case basis and is not guaranteed to be approved.

3.5.21 - Penalties for Non-compliance

DOA emphasizes the importance of complying with the preceding travel policy. Particular attention should be made related to Sections 3.5.4.03(e) and 3.5.20 to prevent unnecessary and avoidable travel restrictions and/or suspension.

.01 Failure to Comply.

- a. **Incomplete Pre-Travel Requirements:** Failure to submit required documents prior to travel departure may and will result in delay and/or denial of the preparation and/or release of advance per diem allowance.
- b. **Non-submission of Post-Travel Requirements:** Failure to submit required documents within ten (10) days after return to Guam may and will result with the initiation of one or both of the following actions:
 1. Suspension of Travel privileges; **and/or**,
 2. Collection of Travel receivables via EFT from traveler's account as allowed by 5 GCA §23108.